

**OFFICIAL MINUTES OF THE REGULAR MEETING OF THE  
OTTO-ELDRED BOARD OF EDUCATION**

The regular meeting of the Otto-Eldred Board of Education was held in the Otto-Eldred High School Library on Tuesday, January 10, 2023, at 6:30 p.m. The meeting was called to order by President, Cynthia Murphy.

The meeting began with everyone present saying the Pledge of Allegiance.

**PRESENT:**

**BOARD MEMBERS: Lance Baker, Lisa Beaver, Robert DeLong, Jeannine Gray, Marlene Lang, Cynthia Murphy, Jolene Schuessler, Matthew Windsor**

**ABSENT: Elizabeth Murphy**

**ADMINISTRATION: Matthew D. Splain, Superintendent; Nicholas LaBella, High School Principal; Lindsay Burns, Director of Student Services/Special Education; Nichole Garthwaite, Elementary Principal; Jodi L. Flexman, Business Manager/Board Secretary**

**ABSENT: None**

**FACULTY/STAFF: Katie Jo Barrett, Tammy Maxson, Michelle McNett, Brandon Witmer**

**VISITORS: Garrett Johnson, Joseph Johnson, Wanda Stebbins**

**REPORTERS: None**

**Elizabeth Murphy arrived at 7:05pm**

Mr. David DiTanna, from Buffamante Whipple Buttafaro PC, presented the Board with the results of the local audit for the 2021-2022 fiscal year.

**Minutes**

**Motion:** It was moved by Jeannine Gray, seconded by Marlene Lang, to approve minutes of the regular meeting held on Monday, December 6, 2022. All present voted yes.

At this time, the Board provided time for public comment. No public comment was given.

**Treasurer's Report**

**Motion:** It was moved by Lisa Beaver, seconded by Jeannine Gray, to approve the November 2022 and December 2022, treasurer's reports as presented. All present voted yes.

**Bill List**

**Motion:** It was moved by Lisa Beaver, seconded by Matthew Windsor, to approve the December 2022 General Fund bill list and the January 2023 General Fund bill list as presented. All present voted yes.

**Capital Bill List**

**Motion:** It was moved by Lisa Beaver, seconded by Matthew Windsor, to approve the January 2023 Capital Fund bill list as presented. All present voted yes.

**Cafeteria Report**

**Motion:** It was moved by Lisa Beaver, seconded by Jeannine Gray, to approve the November 2022 and December 2022 cafeteria reports as presented. All present voted yes.

The Schedule of Accounts and Athletic Fund reports for November 2022 and December 2022 were presented to the Board for their information.

Administrative reports were provided to the board in the online board folder.

Mr. Splain relayed that the Otto-Township Police Department is expected to start in February 2023.

Mr. Splain also noted that he is collecting quotes on the auditorium sound system.

There are several policies listed that are available for second reading/review.

Mr. Splain and Mrs. Flexman presented the board with information on the fund balances of all district accounts.

**Personnel**

**Motion:** It was moved by Matthew Windsor, seconded by Elizabeth Murphy, to approve the following personnel matters:

Resignation of Mr. Jacob Coffman as the 2<sup>nd</sup> shift elementary school custodian effective 12/30/2022.

Approval of Mr. Justin Rixford as the 2<sup>nd</sup> shift elementary school custodian at the custodian starting salary per the 9/1/22 agreement.

Approval of Ms. Stefanie Wolfe as a homebound instructor at \$30/hr for the 22-23 school year.

Pending all receipt of certifications, clearances, and all other necessary documentation. All present voted yes.

### **Service Agreements**

**Motion:** It was moved by Elizabeth Murphy, seconded by Jeannine Gray, to approve the following service agreements.

St. Bonaventure University Field Placements:  
2023-2025

UPB Dual Enrollment: August 1, 2022 – July 31, 2024

IU9 Internet Consortium Agreement: 2023 – 2028

Todd Busses, Inc. - Extracurricular/Field Trip

Agreement Revision: 2022-2024. All present voted yes.

### **FMLA**

**Motion:** It was moved by Lisa Beaver, seconded by Elizabeth Murphy, to approve Mrs. Rachel Burkhouse's request for FMLA leave on or around 02/21/2023 for a duration of 6-8 weeks. All present voted yes.

### **Repository Bids**

**Motion:** It was moved by Matthew Windsor, seconded by Marlene Lang, to approve the following bids;

Eldred Borough; Map Number 07-003-106; Control Number; 05-010579; Address; Main Street, Eldred, PA 16731: Bidder – Garrett A. Johnson – Bid Amount \$250.

Eldred Borough; Map Number 07-003-304; Control Number; 05-010569; Address; 96 Main Street, Eldred, PA 16731: Bidder – Garrett A. Johnson – Bid Amount \$2500.

Eldred Township; Map Number 20-006-168; Control Number; 6-011245; Address; 19 Shelby Lane, Eldred, PA 16731: Bidder – Jeremy Prescott – Bid Amount \$1,500.

Eldred Township; Map Number 20-006-169;

Control Number; 6-011597; Address; 29 Shelby Lane, Eldred, PA 16731: Bidder – Jeremy Prescott – Bid Amount \$4,000.

All present voted yes.

**Field Trip**

**Motion:** It was moved by Lisa Beaver, seconded by Jolene Schuessler, to approve the following field trips:

Agricultural Cooperation Establishes Success (ACES) 02/25/2023 – 02/26/2023, Harrisburg, PA  
24 FFA Students, Chaperones: B Witmer, S Gould and TBD, Vans Requested (District Van, 2 Vans from Todd's)

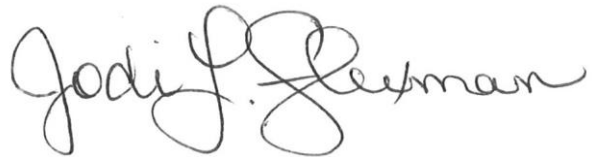
State Legislative Leadership Conference (SLLC) 03/26/2023 – 03/28/2023, Harrisburg, PA  
8 FFA Students, Chaperones: B Witmer, S Gould  
District Van Requested

Post-Secondary Fair, 03/30/2023,  
The Armory Event Center, Kane, PA  
50 High School Students, Chaperones: E Jackson, J Prescott, K Johnson, Bus Requested  
All present voted yes.

**Adjourn**

**Motion:** It was moved by Matthew Windsor seconded by Jolene Schuessler, to adjourn the meeting at 7:29 PM. All present voted yes.

Respectfully submitted,



Jodi L. Flexman

Business Manager/Board Secretary